



Cincinnati Police Department
STAFF NOTES

October 11, 2005

Colonel Thomas H. Streicher, Jr., Police Chief

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Information Technology Management Unit

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Planning Section

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1. DEPARTMENT COMPUTER SERVER SPACE

As the Police Department moves forward with digital technology involving photographs, video, and audio recordings, Department personnel should be aware computer server space is limited and valuable. Information Technology Management Unit (ITMU) requests district/section/unit commanders have their personnel review personally assigned files and folders located on the I: drive. Personnel should either save files no longer accessed on a regular basis to a Compact Disc (CD) or delete files that are no longer needed. This includes removing or saving emails from the Outlook system. Instructions on copying items to a CD have been added to the ITMU HELP link found on the Department Intranet, specifically items number 8 and 10. Do not save files to a floppy disc. New Department computers will not have floppy disc drives installed as CD drives will be the industry standard.

To assist Department personnel, the following guidelines should be applied when reviewing personally assigned files/folders:

- Members should save to CD or delete copies of incidents captured on Digital Video Recorders (DVR) or Mobile Video Recorders (MVR) from the computer servers. ITMU has found recordings saved to the Department servers which are nearly a year old and have not been accessed in months. Personnel should refer to Procedure 12.537, Mobile Video/Digital Video Recording Equipment, and Procedure 12.715, Property and Evidence: Accountability, Processing, Storage, and Release, for the process on saving incidents needed for evidentiary purposes.
- Members should delete files that have been scanned and saved as attachments in Employee Tracking Solution (ETS). Once the item has been successfully scanned into ETS, there is no reason to save the scanned item on the Department server.
- Members are also reminded that only files created with authorized Police Department software are authorized to be stored on Department computer servers. All personal files, including but not limited to music files (wma, mp3), personal photographs (jpg, bmp), video (mpg, avi), as well as all other non-business related files should be removed. Unauthorized files not only use valuable server space but are subject to public record requests.

ITMU requests this review process be completed by October 21, 2005, at which time ITMU will re-evaluate available server space.

Any questions should be directed to Lieutenant Mark Briede, Information Technology Management Unit, at 263-8080.

2. UNIVERSITY OF CINCINNATI HOUSING/BUSINESS DEVELOPMENT

Even numbered buildings on Calhoun Street in the 100 to 240 range were previously serviced by University of Cincinnati Police Department (UCPD). Effective immediately, Cincinnati Police will now provide service to buildings in this address range. 2545 Dennis Street falls under these same circumstances.

There are 2 (two) residential facilities at these locations:

- 2545 Dennis St. is named University Park North, which houses 300 students.
- 140 Calhoun St. and 220 Calhoun St. are named University Park South (same building - just different entrances). This building has a total capacity of 400 students.

In addition to the residential buildings, there will be 11 retail shops on Calhoun Street known as Calhoun Market Point. They will have addresses ranging between 132 and 220 Calhoun Street. One exception is the underground garage below these buildings. The garage is University property and UCPD will respond for service inside the garage.

All 911 calls from the residential and retail properties will route directly to the Cincinnati Police Communications Center and will include a detailed location, i.e., building, room/floor, and callback number.

Officers should be aware of the potential for limited radio reception while inside these high-rise buildings.

[Attached](#) to these Staff Notes is a map of the areas described above.

3. HALLOWEEN CANDY SAFETY TIPS

[Attached](#) to these Staff Notes are Halloween safety tips established by the National Confectioners Association. Information includes safety issues when trick-or-treating and a list of conditions of manufacturing candy that may have an effect on its appearance. Officers are encouraged to distribute this information to the public.

4. ANNUAL FIRE FIGHTERS MEMORIAL SERVICE

On Wednesday, October 12, 2005, the Cincinnati Fire Department and Cincinnati Fire Fighters Union Local 48 will host the Annual Fire Fighters Memorial Service.

The service will begin at 1200 hours at the Fire Fighters Memorial Park located at Sixth Street and Central Avenue.

5. 2006 OFF DAY GROUP SCHEDULE

[Attached](#) to these Staff Notes is the off day group schedule for the year 2006.

6. LEGAL UPDATE

The City Prosecutor's office has requested the following reminders for officers:

- All legal questions are to be addressed to the City Prosecutor, Ernest McAdams, in Room 226. Mr. McAdams can be reached by calling 352-5333. Whenever possible, the question should be submitted in writing. Emergency assistance after hours will be routed through a supervisor.
- Officers must come to court prepared for trial. Officers will bring all reports, evidence, photographs, alcohol and drug lab reports, or other important documentation to the courtroom. Officers appearing for domestic violence cases will bring all necessary report and photographs. In firearms cases, the firearm must be test fired as soon as possible after the arrest.
- When possible, in cases involving multiple arrests, i.e., CRT or sting operations, officers will take a photograph of each defendant at the time of the arrest and bring that photograph to court.

Any questions about these issues may be addressed to Ernest McAdams, City Prosecutor, 352-5333.

7. RAND CORPORATION COLLABORATIVE AGREEMENT SESSIONS

Recently, the RAND Corporation (RAND) mailed surveys to officers as part of their research for a report that will be released at the end of the year entitled, "Improving Police/Community Relations in Cincinnati". RAND is conducting an ongoing study to evaluate the extent of the progress that has been made toward reaching the goals of the Collaborative Agreement (CA). The CA parties; the City of Cincinnati, the Fraternal Order of Police, and the ACLU believe it is important to inform the parties and the general public about the process used by RAND for its report. RAND staff will be in Cincinnati to conduct separate informational sessions to City Council, the public, and Police Department members. RAND will discuss the evaluation process, methodology, the manner in which the surveys were collected and how the data was analyzed. Officers may attend on-duty with approval of a supervisor. No overtime will be permitted for off-duty attendance. Department members will adhere to the dress code policy of the Police Academy.

RAND will conduct the two one-hour informational sessions for Police Department members at the Police Academy on the following dates and times:

- **Session One: Tuesday Oct. 11, 2005, at 2100 hours.**
- **Session Two: Wednesday Oct. 12, 2005, at 0730 hours.**

8. REVISION OF [PROCEDURE 12.215](#), CINCINNATI PARKING INFRACTION (CPI)

Procedure 12.215, Cincinnati Parking Infraction (CPI), has been revised. Parking infractions are unable to be processed without a license plate number. Officers are to tow vehicles without plates; do not issue a CPI. Other minor changes have been made throughout the procedure.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

9. REVISION OF [PROCEDURE 12.715](#), PROPERTY AND EVIDENCE: CONFISCATION, ACCOUNTABILITY, PROCESSING, STORAGE AND RELEASE

Procedure 12.715, Property and Evidence: Confiscation, Accountability, Processing, Storage and Release, has been revised. A process for accessing locked property lockers has been created. Officers requiring access to a locked property locker will notify a supervisor who will accompany the requesting officer to the locker. The supervisor will open the locker with the master key and witness any action taken by the requesting officer. Supervisors will not, under any circumstances, give the master key to the requesting officer. If a supervisor has reason to open a locked property locker, it must be done in the presence of a second officer. Other minor changes have been made throughout the procedure.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

10. REVISION OF [PROCEDURE 19.140](#), OUTSIDE EMPLOYMENT

Procedure 19.140, Outside Employment, has been revised. Section O.2. advises supervisors inspecting details to access a continuous seven day listing of scheduled details throughout the City via the "Outside Employment" link on the Department computer desktop.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

11. THANK YOU LETTERS

Attached to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Lieutenant Mike Neville
Police Specialist Greg Ventre
Police Specialist Brett Gleckler
Police Officer Robin White
Police Officer Terrance Sherman
Police Officer Tim Pappas
Police Officer Chris Perry
Police Officer Ralph Merritt

Sergeant Dan Hils
Police Specialist Pat Murray
Police Officer Kahlya Derkson
Police Officer Michael Ammann
Police Officer Mark Weston
Police Officer Brian Hoehler
Police Officer Dana Jones

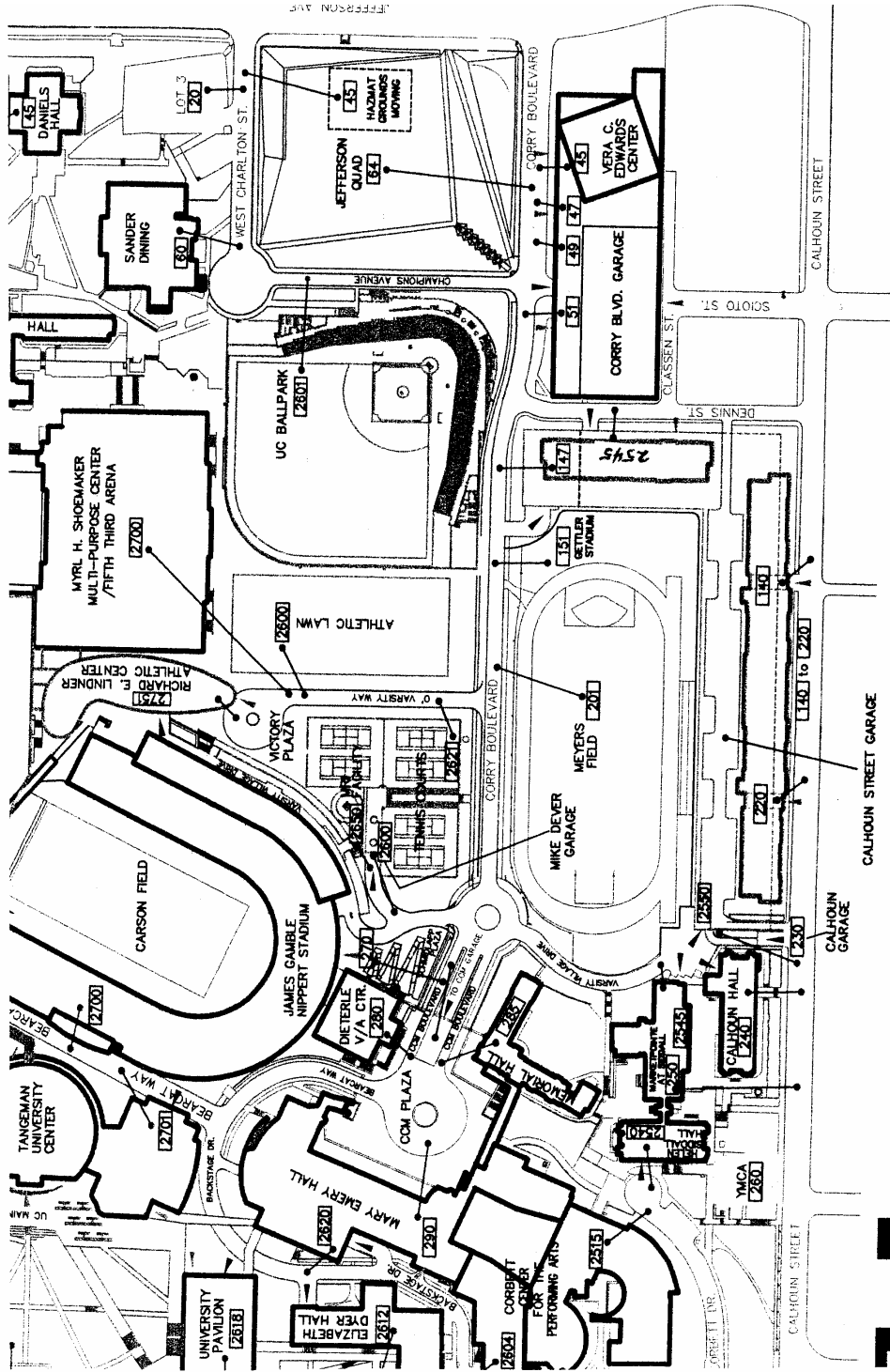
COMMENDATIONS FOR THE WEEK OF 10/04/05 – 10/11/05

Police Officer Cheryl Hart
District Two

On August 11, 2005, Police Officer Cheryl Hart responded for an auto accident at 3525 Linwood Avenue where an older female motorist had collided with another car.

As a result of the accident, the engine compartment of the elderly female's vehicle burst into flames. The elderly female, stunned and shocked from the collision, was still inside the vehicle and unable to extricate herself. Realizing the gravity of the situation and the imminent danger the driver was in, Officer Hart removed the elderly female from the burning vehicle and escorted her to safety. Officer Hart then retrieved the fire extinguisher from her vehicle and returned to battle the flames emanating from the car. While fighting the fire, a second accident occurred at the scene, creating an even greater hazard. With little thought for her personal safety, Officer Hart was able to clear the area of potential victims and extinguish the fire.

Officer Hart is worthy of commendation for her actions. Amid the chaos and danger, she displayed calm professionalism and ensured the safety of the public. She is truly an outstanding example of a Cincinnati Police Officer.



- PEDESTRIAN ACCESS
- VEHICULAR ACCESS
- LOADING & SAFETY AREA
- ADDRESS NUMBERS



CAMPUS - WEST

2005

From: National Confectioners Association
8320 Old Courthouse Rd, Ste 300
Vienna, VA 22182

HALLOWEEN SAFETY RECOMMENDATIONS

The National Confectioners Association has established the following safety tips to help make this Halloween a safe and enjoyable one:

- Wear light-colored clothing that's short enough to prevent tripping and add reflective tape to the sides, front and back of costume.
- Make sure children can see well through face masks, or use cosmetics to create fun or scary faces.
- Adults should accompany young children
- Go out in daylight and carry a flashlight in case of delay
- Stay within the neighborhood and only visit homes you know
- Watch for traffic
- Only give and accept wrapped or packaged candy
- Examine all candy before allowing children to eat it
- Keep costumed children away from pets. The pet may not recognize the child and become frightened
- Avoid hard plastic or wood props such as daggers or swords. Substitute with foam rubber which is soft and flexible

Possible Shipment/Manufacture Occurrences in Confectionery Products

This document is a listing of possible effects on candy from manufacturing and shipping. However, do not consider these occurrences normal if the product or its package appears tampered or is suspicious in any way. You can see photos of these normal occurrences on www.CandyUSA.org.

Appearance	Normal Condition
Air Bubbles	Result of manufacture
Color Variation	Normal Condition
Graying Chocolate (resembles light powder)	Fat "bloom" caused by exposure to heat Sugar "bloom" caused by exposure to dampness
White Powder-like Substance	Food starch used as release agent in manufacture or during packaging
Unmixed Color	Result of manufacture
Shiny, Crystal-like Substance	Large sugar or crystals resulting from manufacture Hard unexpanded malted milk ball center Tree sap, a gum sometimes present from nuts (from trees)
Indentations	Result of manufacture; sometimes due to a timing imperfection in wrapping
Lumps	Normal Condition
Hard	Result of manufacture; may be peanut bit, stem or fruit bit
White Particles on Candy	Result of manufacture; may be starch that has not dissolved or sugar or salt from peanut butter
Metallic Taste	Candy burned in manufacture
White particles on container	Sugar or starch from manufacture
Holes (looks as if it was made with the tip of a pin)	Air holes or starch holes that result from chocolate enrobing process; holes from sizing units
Whitish-yellow powder	On product or in container from crushing of chocolate; on surface below chocolate covering, may be starch covering for filling
Spotted Surface	Black or Brown spots may be sugar burned in manufacture
Looks or Feels Like a Little Pebble	Hard pieces of unexpanded malted milk ball center

Other	Normal Condition
Unexpected Taste	Citric or ascorbic acid that has not dissolved may be unusually bitter or sour; unusually strong flavoring may result from air bubbles with concentrated flavoring
Wet look	Moisture from product of polish solution
Wood	Peanut stem approximately 3/4 ' long with a rough textured exterior
Stringy Substance on Surface	Escaped cream or other center

2006 Off Day Group Schedule

Group 1 (104 Off Days)

Jan. 6, 7, 8, 14, 15, 16, 23, 24, 31
 Feb. 1, 8, 9, 16, 17, 24, 25, 26
 Mar. 4, 5, 6, 13, 14, 21, 22, 29, 30
 Apr. 6, 7, 14, 15, 16, 22, 23, 24
 May 1, 2, 9, 10, 17, 18, 25, 26
 Jun. 2, 3, 4, 10, 11, 12, 19, 20, 27, 28
 Jul. 5, 6, 13, 14, 21, 22, 23, 29, 30, 31
 Aug. 7, 8, 15, 16, 23, 24, 31
 Sep. 1, 8, 9, 10, 16, 17, 18, 25, 26
 Oct. 3, 4, 11, 12, 19, 20, 27, 28, 29
 Nov. 4, 5, 6, 13, 14, 21, 22, 29, 30
 Dec. 7, 8, 15, 16, 17, 23, 24, 25

Group 5 (104 Off Days)

Jan. 3, 4, 11, 12, 19, 20, 27, 28, 29
 Feb. 4, 5, 6, 13, 14, 21, 22
 Mar. 1, 2, 9, 10, 17, 18, 19, 25, 26, 27
 Apr. 3, 4, 11, 12, 19, 20, 27, 28
 May 5, 6, 7, 13, 14, 15, 22, 23, 30, 31
 Jun. 7, 8, 15, 16, 23, 24, 25
 Jul. 1, 2, 3, 10, 11, 18, 19, 26, 27
 Aug. 3, 4, 11, 12, 13, 19, 20, 21, 28, 29
 Sep. 5, 6, 13, 14, 21, 22, 29, 30
 Oct. 1, 7, 8, 9, 16, 17, 24, 25
 Nov. 1, 2, 9, 10, 17, 18, 19, 25, 26, 27
 Dec. 4, 5, 12, 13, 20, 21, 28, 29

Group 2 (104 Off Days)

Jan. 1, 7, 8, 9, 16, 17, 24, 25
 Feb. 1, 2, 9, 10, 17, 18, 19, 25, 26, 27
 Mar. 6, 7, 14, 15, 22, 23, 30, 31
 Apr. 7, 8, 9, 15, 16, 17, 24, 25
 May 2, 3, 10, 11, 18, 19, 26, 27, 28
 Jun. 3, 4, 5, 12, 13, 20, 21, 28, 29
 Jul. 6, 7, 14, 15, 16, 22, 23, 24, 31
 Aug. 1, 8, 9, 16, 17, 24, 25
 Sep. 1, 2, 3, 9, 10, 11, 18, 19, 26, 27
 Oct. 4, 5, 12, 13, 20, 21, 22, 28, 29, 30
 Nov. 6, 7, 14, 15, 22, 23, 30
 Dec. 1, 8, 9, 10, 16, 17, 18, 25, 26

Group 6 (105 Off Days)

Jan. 4, 5, 12, 13, 20, 21, 22, 28, 29, 30
 Feb. 6, 7, 14, 15, 22, 23
 Mar. 2, 3, 10, 11, 12, 18, 19, 20, 27, 28
 Apr. 4, 5, 12, 13, 20, 21, 28, 29, 30
 May 6, 7, 8, 15, 16, 23, 24, 31
 Jun. 1, 8, 9, 16, 17, 18, 24, 25, 26
 Jul. 3, 4, 11, 12, 19, 20, 27, 28
 Aug. 4, 5, 6, 12, 13, 14, 21, 22, 29, 30
 Sep. 6, 7, 14, 15, 22, 23, 24, 30
 Oct. 1, 2, 9, 10, 17, 18, 25, 26
 Nov. 2, 3, 10, 11, 12, 18, 19, 20, 27, 28
 Dec. 5, 6, 13, 14, 21, 22, 29, 30, 31

Group 3 (104 Off Days)

Jan. 1, 2, 9, 10, 17, 18, 25, 26
 Feb. 2, 3, 10, 11, 12, 18, 19, 20, 27, 28
 Mar. 7, 8, 15, 16, 23, 24, 31
 Apr. 1, 2, 8, 9, 10, 17, 18, 25, 26
 May 3, 4, 11, 12, 19, 20, 21, 27, 28, 29
 Jun. 5, 6, 13, 14, 21, 22, 29, 30
 Jul. 7, 8, 9, 15, 16, 17, 24, 25
 Aug. 1, 2, 9, 10, 17, 18, 25, 26, 27
 Sep. 2, 3, 4, 11, 12, 19, 20, 27, 28
 Oct. 5, 6, 13, 14, 15, 21, 22, 23, 30, 31
 Nov. 7, 8, 15, 16, 23, 24
 Dec. 1, 2, 3, 9, 10, 11, 18, 19, 26, 27

Group 7 (105 Off Days)

Jan. 5, 6, 13, 14, 15, 21, 22, 23, 30, 31
 Feb. 7, 8, 15, 16, 23, 24
 Mar. 3, 4, 5, 11, 12, 13, 20, 21, 28, 29
 Apr. 5, 6, 13, 14, 21, 22, 23, 29, 30
 May 1, 8, 9, 16, 17, 24, 25
 Jun. 1, 2, 9, 10, 11, 17, 18, 19, 26, 27
 Jul. 4, 5, 12, 13, 20, 21, 28, 29, 30
 Aug. 5, 6, 7, 14, 15, 22, 23, 30, 31
 Sep. 7, 8, 15, 16, 17, 23, 24, 25
 Oct. 2, 3, 10, 11, 18, 19, 26, 27
 Nov. 3, 4, 5, 11, 12, 13, 20, 21, 28, 29
 Dec. 6, 7, 14, 15, 22, 23, 24, 30, 31

Group 4 (104 Off Days)

Jan. 2, 3, 10, 11, 18, 19, 26, 27
 Feb. 3, 4, 5, 11, 12, 13, 20, 21, 28
 Mar. 1, 8, 9, 16, 17, 24, 25, 26
 Apr. 1, 2, 3, 10, 11, 18, 19, 26, 27
 May 4, 5, 12, 13, 14, 20, 21, 22, 29, 30
 Jun. 6, 7, 14, 15, 22, 23, 30
 Jul. 1, 2, 8, 9, 10, 17, 18, 25, 26
 Aug. 2, 3, 10, 11, 18, 19, 20, 26, 27, 28
 Sep. 4, 5, 12, 13, 20, 21, 28, 29
 Oct. 6, 7, 8, 14, 15, 16, 23, 24, 31
 Nov. 1, 8, 9, 16, 17, 24, 25, 26
 Dec. 2, 3, 4, 11, 12, 19, 20, 27, 28

12.215 CINCINNATI PARKING INFRACTION (CPI)

Reference:

Procedure 12.205 - Traffic Enforcement

Procedure 12.270 - Impounding, Moving, and Release of Vehicles

Procedure 12.445 - Complaint Report – Form 305

Purpose:

Provide for the uniform issuance of Cincinnati Parking Infractions.

Information:

There are parking meter spaces and “handicapped parking only” spaces throughout the City for the exclusive use of handicapped motorists. Special blue parking meter heads indicate the space is for handicapped motorists only. The “handicapped parking only” spaces are indicated by a sign. Only vehicles bearing an officially issued handicapped license plate or handicapped card may use these specially marked spaces.

Procedure:

A. Guidelines

1. Use the Cincinnati Parking Infraction (CPI) when enforcing the following infractions:
 - a. License plate infractions on parked vehicles.
 - b. Parking infractions.
 - c. Meter infractions.

Exception: When citing a juvenile for the above listed infractions, issue an Ohio Multi-Count Traffic Ticket (MUTT).
2. Enforce all other violations except warning tags on a MUTT.
3. When citing an adult for the above infractions and the person is not the owner of the vehicle:
 - a. List the operator's full name, address, date of birth, social security number, sex, and race in the "Notes" block of the CPI.
4. Record the license plate sticker number on the CPI in the block titled "Validation Number". Write "None" if the sticker is missing.
5. When enforcing parking violations on a vehicle that is not displaying license plates, tow the vehicle; do not issue a CPI. CPIs cannot be processed without a license plate number. This applies to both occupied and unoccupied vehicles.

B. Enforcement Guidelines

1. Issue a CPI rather than a warning for the following parking infractions:
 - a. Unauthorized stopping and parking.
 - b. Stopping, loading, or unloading on primary arteries.
 - 1) During restricted hours.
 - 2) In "No Stopping or Parking" posted areas.
 - c. Commercial trucks or vehicles displaying commercial truck license plates may load/unload on downtown streets, except in areas posted "No Stopping or Parking".
 - 1) Truck drivers do not need to place coins in parking meters when actively engaged in loading or unloading.
2. Holiday enforcement
 - a. Holiday, when used in connection with any traffic control device, will mean each of the following:
 - 1) New Year's Day - January 1st
 - 2) Martin L. King, Jr. Day - Third Monday in January
 - 3) Memorial Day - Last Monday in May
 - 4) Independence Day - July 4th
 - 5) Labor Day - First Monday in September
 - 6) Thanksgiving Day - Fourth Thursday in November
 - 7) Christmas Day - December 25th
 - b. Enforce "No Parking 6/7 - 9 AM and 3/4 - 6 PM" parking restrictions as posted, except on holidays.
 - 1) Issue a CPI when impounding for a violation of peak hour restrictions.
 - 2) Enforce parking meter infractions as noted on each meter.
 - c. Enforce all other parking regulations on holidays.
 - c. During religious services, officers should contact institution officials before taking enforcement action on parking complaints in areas adjacent to religious institutions.

3. Enforce parking restrictions on undedicated streets, shopping center lots, privately owned roads or driveways, only on complaint.
 - a. Handicapped parking restrictions can be enforced without a complaint.
 - b. Officers will enforce signs posted by the City restricting parking on undedicated streets.
 - 1) Undedicated streets are those private streets open to the public as a thoroughfare for vehicular traffic.
 - c. Officers will enforce fire lane signs posted by the City on privately owned roads and driveways.
 - 1) Privately owned roads and driveways are in private ownership and not open to the public.
 - d. Contact Traffic Engineering, Monday through Friday, 0830 - 1700 hours to determine if signs were posted by the City.
 - e. Officers may enforce infractions of public safety zones (fire lanes) on shopping center parking lots.
 - 1) The following areas have officially recognized fire lanes:
 - a) University Village Shopping Mall in Corryville
 - b) Hughes High School connector to Krueck Community Center
 - c) Western Hills Plaza
4. Police officers will enforce parking meter infractions at City owned, off street parking facilities that do not issue meter permits.

C. Handicapped Parking Enforcement

1. Meter enforcement
 - a. Issue a CPI to vehicles without the proper license plate, windshield placard, or parking card using Cincinnati Municipal Code (CMC) Section 508-36. Tow only as a last resort or in aggravated cases.
 - b. Section 4511.69 of the Ohio Motor Vehicle Code allows a handicapped person to park a vehicle for a period of two hours in excess of the legal parking period, except where the vehicle is parked in such a manner as to be clearly a traffic hazard.
 - 1) The handicapped person must deposit a coin in the meter to obtain time to park. Parking is allowed two hours beyond the expiration of that time before a violation can be issued.

- 2) An officer with personal knowledge that the two-hour grace period has expired may issue a CPI for a Meter Violation, CMC Section 509-7.
- 3) Handicapped persons cannot park at these meters during 6/7 - 9 AM or 3/4 - 6 PM parking restrictions. In this instance, issue a CPI for the parking violation.
 - a) Tow only as a last resort, or in aggravated circumstances, with the approval of a supervisor.
- 2. Enforcement on private property
 - a. Officers may enforce handicapped parking infractions on private lots under CMC Section 508-36.
 - 1) Vehicles can park in handicapped parking spaces only if they display handicapped license plates, a windshield placard, or a parking card.
- 3. Enforcement of "Handicapped Parking Only" signs on City streets
 - a. Issue a CPI to vehicles without the proper license plate, placard, or card using CMC Section 508-36. Tow only as a last resort or in aggravated cases.
- D. Defective Parking Meters
 - 1. Defective parking meter (no CPI)
 - a. Notify the district desk person of the location and condition.
 - b. District desk personnel will make the necessary blotter entry.
 - 1) Notify the Parking Facilities Office (Mon. - Fri., 0800 - 1630 hours). If closed, first shift will make the notification on the next business day.
 - 2. Defective parking meter reported, CPI issued by a parking enforcement officer
 - a. Instruct the citizen to immediately mail or deliver the CPI to the Meter Shop at City Hall, 801 Plum St., Room 24. An explanation of the defective parking meter by the citizen should accompany the CPI.
 - b. Notify the district desk person of the location and condition.
 - c. District desk personnel will make the necessary blotter entry.
 - 1) Notify the Parking Facilities Office (Mon. - Fri., 0800 - 1630 hours). If closed, first shift will make the notification on the next business day.

3. Defective parking meter, CPI issued by a police officer
 - a. The officer will accept the CPI and write in the name, address, and phone number of the recipient.
 - 1) The officer will notify his supervisor. The supervisor will complete a Form 654, Request for Cancellation, containing the following information: CPI number, name of the issuing officer, and the name of the officer verifying the defective meter. The supervisor will forward the Form 654 and the CPI to the Parking Facilities Office.
 - b. Before forwarding the Form 654, the district supervisor will call the Records Section Customer Service Supervisor. The supervisor will place a hold on the CPI, pending an investigation by Parking Facilities.
 - c. Parking Facilities will note the results of the parking meter inspection on the CPI and forward it to the Police Chief's Office.
 - 1) If the meter was found to be defective, the Patrol Bureau Commander will forward the CPI to the Court Control Unit for dismissal by the hearing officer. Patrol Bureau will notify the complainant by mail of the disposition.
 - 2) If the parking meter was not defective, Patrol Bureau will mail the CPI back to the complainant with instructions for its proper disposition.

E. Street Sweeping Enforcement

1. Officers will enforce street sweeping signs only when requested by a Public Services supervisor. Officers will enforce street sweeping signs on city streets maintained by the Cincinnati Metropolitan Housing Authority (CMHA) upon complaint from CMHA security personnel.
 - a. Issue a CPI for a violation of CMC 502-3, Parking Prohibitions During Street Sweeping Operations, but do not tow.
 - b. Note the Public Services supervisor's or CMHA security officer's name and address in the "Notes" block as witness information for cases contested at any subsequent hearing.

F. Enforcement of Temporary "No Parking" Signs

1. The City Manager has designated the Police Chief or his designee to act on the Manager's behalf for the purpose of posting and maintaining temporary "No Parking" signs on local highways and all other municipal property pursuant to CMC Sections 502-24 and 508-2.
 - a. A private citizen, contractor, or public utility under contract to the City may be authorized to post temporary "No Parking" signs by the Police Department.

- 1) Temporary "No Parking" signs for work scheduled to exceed one day requires the completion of a Form 305, Complaint Report. The Form 305 will include the date and time the signs are posted and the expected completion date.
2. Take enforcement action only if there is a prior blotter entry indicating the location, time posted, and effective hours of the temporary signs.
 - a. Temporary signs must be posted at least 14 hours before a CPI for overtime parking can be issued.
 - b. A district supervisor will assign an officer to check the signs for proper posting. Note the time checked in the disposition column of the blotter and/or the Form 305.
3. Street paving enforcement
 - a. Tow and issue a CPI to vehicles in violation of properly posted signs. If the Impound Unit is full and a supervisor approves a move only tow, issue a CPI.
 - b. If temporary "No Parking" signs are absent or improperly posted, a police supervisor may order a move only tow to accommodate the street paving operations. Do not issue a CPI in this situation.

G. Parking Facilities Parking Enforcement Officers

1. Parking enforcement officers enforce selected parking infractions in addition to meter infractions.
2. When responding to a parking enforcement officer's request for advice or assistance regarding proper enforcement of these ordinances, render police support in a professional manner.
3. A police officer receiving a parking complaint from a citizen will take the appropriate enforcement action. Do not refer the citizen to Parking Facilities.
4. Parking enforcement officers cannot enforce the following CMC Sections:

508-4	Removal of Obstructing Vehicles
508-5	Vehicle Obstructing After Collision
508-12	Parking Unreasonable Time
508-21	Use of Bus Stop
508-34	Special Parking Restrictions

12.715 PROPERTY AND EVIDENCE: CONFISCATION, ACCOUNTABILITY, PROCESSING, STORAGE AND RELEASE

Reference:

Procedure 12.265 - Wrecker and Towing
 Procedure 12.350 - Automated Fingerprint Identification System (AFIS)
 Procedure 12.400 - Offense Reporting, Miscellaneous Reporting
 Procedure 12.403 - Victim of Crime Notification
 Procedure 12.555 - Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders
 Procedure 12.615 - Deceased Persons/Prisoners
 Procedure 12.710 - Unit Property Book
 Procedure 12.720 - Evidence: Submitting for Physical Analysis
 Procedure 12.725 - Blood Drying Facility: Processing of Evidence Exposed to Bloodborne Pathogens
 Procedure 12.735 - Federal and State Forfeitures

Definitions:

Property - any material object of value, however slight, tangible or intangible to which an owner has a legal right.

- Property marked as “found” or “personal” is returnable to anyone with proof of ownership. No disposition order will be sent to the responsible officer and the property could be disposed of in 90 days if not claimed.
- Property marked as “court” is any property held as evidence or property that has the potential to be evidence. A disposition order will be sent to the responsible officer to determine the disposition.
- Property held as “confiscated” will be disposed of after one year unless Court Property Unit is otherwise advised. A disposition order will not be sent to the responsible officer. Do not submit evidence or potential evidence as confiscated.

Evidence - the documentary or oral statements and the material objects admissible as testimony in a court of law.

Purpose:

Provide for the security, care, custody and control of seized, recovered, and evidentiary property as well as abandoned, lost or found property.

Eliminate questionable confiscation and reduce complaints of illegal search and seizure.

Establish department procedure regarding firearms coming into police possession.

Policy:

Police personnel will exert every effort to detect, arrest, and prosecute violators. Property used in an unlawful manner will be seized and held as evidence in connection with the arrest.

Police personnel will not confiscate lawfully possessed property from another person. An exception will be made if, in the judgment of a supervisor, the confiscation is deemed necessary for the safety or welfare of the public or individuals involved. Items falling into this category are guns, knives, other dangerous weapons, explosives, poisons, etc.

All recovered firearms, ammunition, bullets and casings will be treated as evidence and the history of how they came to be recovered will be investigated.

Information:

Police Department personnel are responsible for the inventory and processing of all property that comes into their custody before terminating their tour of duty. Inventory of property is necessary through the entire transaction process unless the property is in a Police Department evidence envelope, bag, or box and is properly sealed with evidence tape.

Personnel at each district are trained to access the Electronic Trace Submission System database of firearms coming into police custody maintained by the Bureau of Alcohol, Tobacco, Firearms and Explosives. During normal working hours, Special Investigations Squad (SIS) personnel are available, as needed, to access the database. After hours, a supervisor may contact the Major Offenders Unit (MOU) commander or SIS supervisor via the Criminal Investigation Section (CIS) desk.

Procedure:**A. Confiscated Property**

1. Report confiscated property, except firearms, on a Form 301, Incident Report.
 - a. Provide a complete account of the circumstances surrounding the confiscation.
 - b. A Form 330, Property Receipt, is to be issued to the subject from whom the property was confiscated.

B. Non-personal Property Found on Prisoners

1. When property other than personal property found on prisoners or property submitted for analysis comes into police custody or the custody of Cincinnati Private Police officers (items to be processed at district of detail assignment), officers will prepare the property for the Court Property Unit.

- a. The officer will complete a Form 330, Property Receipt.
 - 1) All Forms 330 pertaining to one arrest or case will have the same officer listed as the primary officer.
 - 2) A copy of the Form 330 is to be issued to the subject from whom the non-personal property was confiscated.
- b. Enter the property in the district/section/unit property book.
 - 1) Personnel will record all information required by Procedure 12.710, Unit Property Book.
- c. Put the property in the property locker, along with the property locker key.
- d. The master key will be kept in a secured place within the district/section/unit only to be accessed by a supervisor. The master key is required to reopen the lockers once they are locked.
 - 1) Officers requiring access to a locked property locker will notify a supervisor.
 - 2) The supervisor will accompany the requesting officer to the locker, open the locker, and witness any action taken regarding the property.
 - 3) The supervisor will not, under any circumstances, give the master key to the requesting officer.
 - 4) If a supervisor has reason to open a secured property locker, it must be done in the presence of a second officer or supervisor.
- 2. A unit/shift supervisor will review all Forms 330 for accuracy and place his name and badge number in the block provided.
 - a. Send all copies of the Form 330 with the property to the Court Property Unit by 0830 hours, Monday through Friday.
- 3. Court Property Unit personnel will inspect the property for correct packaging and completeness of tags and receipts.
 - a. Property incorrectly prepared and tagged will not be accepted.
 - b. Property such as drugs, firearms, or money incorrectly prepared and/or tagged will be retained at Court Property Unit.
 - c. A copy of the related Form 330, with a notation of the error(s), will be given to the delivering officer. The district property officer will deliver the Form 330 containing the error notice to the Administrative Assistant or a district/section/unit supervisor by 1000 hours that day.

- d. A supervisor from the affected district/section/unit will respond to Court Property Unit within three days to correct the error.
- e. After the correction is made the Court Property Unit will process the property in the appropriate manner.
- f. Date and initial Form 330, assign the location number, and put the property number on each copy.
 - 1) White copy of Form 330 is filed at Court Property Unit.
 - 2) Yellow copy of Form 330 is given to delivering officer for filing in the unit.
 - a) A supervisor designated by the district/section/unit commander will be sure the location and property numbers are entered in the district/section/unit property book.
- g. Enter all submitted property into the Automated Control of Evidence (ACE System) computer database. A bar code identifier is generated and assigned to each individual item.
- 4. To avoid recalling personnel after normal business hours, submit property in the following manner:
 - a. Property valued from \$.01 to \$999.99 will be held at the district/section/unit having a property room. Property valued from \$1,000.00 to \$9,999.99 will be held at CIS (see section 4.b.). Property valued at \$10,000.00 and above requires the recall of Court Property Unit (CPU) personnel.
 - b. The safe is located in the lobby of the Criminal Investigation Section (CIS), 824 Broadway, 5th floor. The safe has a night deposit drum. If valuable property does not fit in the CIS safe, CPU personnel will be recalled.
 - c. Hold all other items in the district or unit property facility for submission to the Court Property Unit on the next business day.
 - 1) General Vice Enforcement Unit and Street Corner Unit may retain up to \$5,000 U.S. currency in their safes.
 - 2) General Vice Enforcement Unit and Street Corner Unit may retain drugs in their safes if the quantity can be placed there in its entirety.
 - a) Drug evidence too bulky for the safe will be taken directly to the Court Property Unit in accordance with established procedures.
 - d. Recall Court Property Unit personnel, with approval of a captain or above, if the property is valued at more than the above value and/or cannot be stored as indicated above.

- e. Officers must record property in the district or unit property book before delivery to CIS.
- f. Evidence, including packaging, must be smaller than 14" x 5" x 4".
- g. Evidence must be properly packaged and sealed with evidence tape. The officer sealing the package must date and initial the seal.
- h. Attach completed property receipts and tags.
- i. Officers will report to the CIS desk officer who will unlock the night deposit bin.
- j. Officers must sign the property log maintained by the CIS desk officer.
- k. Court Property Unit personnel will pick up items from the safe at the beginning of each business day. Two members of the Court Property Unit will check and audit the items. Discrepancies will be brought to the attention of the district or unit supervisor and the Evidence/Property Management Section Commander.

C. Personal Property Found on Prisoners

- 1. Property, not needed for court, found on prisoners will accompany the prisoner to the detention facility.

D. Property Contained in Towed or Moved Vehicles

- 1. All property contained in vehicles will be processed as outlined in Procedure 12.265, Wrecker and Towing.

E. Hamilton County Coroner's Cases

- 1. Per Procedure 12.615, Deceased Persons/Prisoners, personal property such as clothes, billfold, money, jewelry, medicine bottles, etc., will accompany bodies to the Hamilton County Coroner's Office and be retained there. The morgue attendant will issue a receipt to the delivering officer for inclusion in the unit's file.
- 2. Process other property not accompanying the body to the Coroner's Office through the appropriate unit property book. Mark the Form 330 "Hold for Coroner".
 - a. Deliver property processed through units other than CIS to the Court Property Unit.
 - b. Property requiring special handling by Homicide Unit personnel will be processed by the Criminalistics Squad, as permitted in Procedure 12.615, and may be taken directly to the Coroner's Office or processed at CIS pending delivery.

- 1) The officer delivering evidence to the Coroner's Office will complete a Form 330, accompanied by a Property Location Card signed by the officer.
 - 2) Process all copies of Forms 330 through the Court Property Unit by the next business day.
 - c. The Homicide Unit is responsible for delivery of all property held for the Coroner's Office. The Court Property Unit is responsible for the return of all property released from the Coroner's Office.
3. The Coroner's Office will return the following property:
- a. Homicide cases - All property determined to be evidence, including the fatal weapon.
 - 1) Motor vehicles will be evaluated individually.
 - 2) The decision to retain or return is made by the Coroner's Office.
 - b. Questionable deaths later determined not to be a homicide - Property related to the death, but not the property of the deceased.
 - c. Suicide cases – Property related to the suicide.
- F. Air-Dried Property
1. Contact a Homicide Unit supervisor for further instructions as directed in Procedure 12.725, Blood Drying Facility: Processing of Evidence Exposed to Bloodborne Pathogens. If a Homicide Unit supervisor is not available, contact a Homicide Unit investigator or CIS supervisor.
- G. Release of Property at the Recovering Unit
1. Property of the victim will be returned pursuant to Procedure 12.403, Victim of Crime Notification.
 2. The claimant will sign a Form 330 for any property released by the recovering unit.
 - a. The recovering unit will file all three copies of the Form 330.
- H. Release of Property at the Court Property Unit
1. CPU personnel will release property according to their Standard Operating Procedure (SOP). Personnel will be sure they release property to the rightful owner and obtain a signature on the Automated Control of Evidence (ACE) System Property Withdrawal Receipt.
 - a. A police officer or private police officer may not check out property to deliver it to its rightful owner.
 2. A Department employee or private police officer removing property

from the Court Property Unit for court, identification purposes, test firing, etc., must complete and sign an ACE System Property Withdrawal Receipt provided by the clerk. The Department employee or private police officer is responsible for the return of the property to the Court Property Unit. The clerk will verify the identity of the individuals by checking their police identification card, through personal knowledge, or by having their identity established by other personnel known to the clerk.

3. Property is normally returned to the CPU clerk on the same day it is checked out. It is the responsibility of the person returning the property to ensure the ACE System Property Withdrawal Receipt is appropriately marked indicating the return of the property.
 - a. Mark property tags and envelopes when returning property to indicate whether there is further need for its use.
 4. When unable to return property on the day it is checked out, the officer must notify the clerk of the circumstances on the next business day.
 - a. Officers unable to return property on the same day will return it to their unit's property room and log it into the unit property book.
 - b. Private police officers unable to return property on the same day will return it to District One.
 5. The clerk will review the file for property not returned each day. The clerk will initiate an inquiry into the status of all property not returned within two days.
 6. If the court directs the release of property, direct the person to retrieve the property at the Court Property Unit. The arresting officer will not release the property directly to any person in the courtroom.
 - a. Police officers will not request the court to release any property for their personal use.
 7. If the court retains custody of the property, the officer will obtain the prosecutor's signature, printed name, and date in the "Turned Over to Court" section of the ACE System Property Withdrawal Receipt.
 - a. The officer will return the completed receipt to the Court Property Unit immediately following the court appearance.
- I. Property Requiring Special Processing
1. Money or jewelry in excess of \$100
 - a. A supervisor in the presence of the recovering officer must verify the amount of money or jewelry.
 - 1) Money coming into Police Department custody will be processed through the Court Property Unit (CPU).

- 2) Officers submitting money will determine if the money is required as actual evidence or if the bills are not particular to the case (e.g., marked money, exploded dye pack monies, etc.).
 - a) The Form 330 and property package will be marked "Hold At Court Property Unit" in the case of money being held at the Court Property Unit.
 - b) The Form 330 and property package will be marked "Deposit Into Account" in the case of money being deposited.
 - b. A supervisor will verify the contents of the property envelope, placing his signature in the space provided on the envelope.
 - c. Photograph all jewelry that comes into Department possession. The recovering officer will place the photograph inside the property envelope.
 - d. A supervisor will ensure the property is properly marked and entered in the property book. The supervisor will sign the property receipt.
 - e. The property will be placed in the property locker, along with the property locker key.
 - f. When an officer seizes large amounts of change (over \$200.00) it will be taken to the City Treasurer's Office for an accurate count prior to submission to the Court Property Unit.
 - 1) After normal business hours the property will be placed in the district/section/unit property locker.
 - 2) A notation will be made in the district/section/unit blotter advising first relief to transport the change to the City Treasurer's Office.
2. Controlled substances
- a. A controlled substance is any drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V. Any drug requiring a prescription for dispensation is also a controlled substance.
 - b. A supervisor will verify the weight of the drug or substance, the weight recorded on the Form 330, and the weight listed on the property envelope. The supervisor will conduct the verification in the presence of the recovering officer.
 - c. A supervisor will ensure the property is properly marked and entered in the property book. The supervisor will sign the

property receipt.

- d. The property will then be placed in the property locker, along with the property locker key.
3. The presence of a supervisor is required when any property listed in Sections I.1. and I.2. is placed in or removed from a unit property room. The supervisor will remain until the transaction is completed.
4. Potentially hazardous materials
 - a. Potentially hazardous material is any property possibly contaminated by blood or other body fluids.
 - b. Place biohazard warning labels on all property possibly contaminated by blood or other body fluids. Ensure the label is plainly visible to other personnel handling the property.
 - c. Use a syringe tube to package any needle coming under police control. Place a biohazard-warning label on the container.
 - 1) Attach a property tag to the syringe tube. Do not place the tube in a property envelope.
 - d. The property will then be placed in the property locker, along with the property locker key.

J. Perishable Property Requiring Refrigeration

1. Store in the refrigerator located at the Court Property Unit.
 - a. When the Court Property Unit is closed, use the CIS refrigerator.
 - 1) Complete a Form 330 and mark "Held at CIS".
 - 2) Mark the unit property book at the originating unit "Held at CIS".
 - 3) Deliver the property and all copies of the Form 330 to CIS desk personnel.
 - 4) CIS desk personnel will receive the property and make an entry in the CIS refrigerator property book.
 - 5) CIS desk personnel will sign and date the reverse side of all copies of the Form 330.
 - b. Court Property Unit personnel will pick up the property from CIS each weekday morning and transfer it to the refrigerator in the Court Property Unit. The transferring officer will note the transaction by making an entry in the CIS refrigerator property book.
 - 1) The Court Property Unit will assign a property number on the Form 330. The delivering officer will take the yellow

copy of the Form 330 to his unit of assignment.

- 2) The Court Property Unit retains the white copy for their files.

K. Storing Gasoline Powered Vehicles

1. Take mopeds, power lawn mowers, or other gasoline powered objects to the Impound Unit for storage.
 - a. Report mopeds on a Form 301, Incident Report.
 - b. Report power lawn mowers or any items other than vehicles using gasoline on a Form 330 along with the white Form 64, Property Tag, or the yellow Form 327, Court Tag.

L. Storing of Flammable Liquids, Fireworks, etc.

1. Flammable liquids such as gasoline, kerosene, fuel oil, or similar substances capable of ignition, burning with extreme rapidity, capable of creating an explosion, or suspected of having such characteristics are kept in a locked outdoor storage facility under the control of the Impound Unit.
2. Summon a supervisor if there is any doubt about the safe transportation of the above substances to the Impound Unit. If necessary, call the Fire Department to assist in the safe transportation of volatile substances.
 - a. After normal business hours, contact a captain or above for authorization to recall Impound Unit personnel.
3. Flammable liquid requiring analysis
 - a. Obtain a suitable specimen container from the Impound Unit. Transfer liquid to the container, properly seal, and identify with the recovering officer's name and badge number.
 - b. The specimen, along with the Evidence Submission Sheet completed by the recovering officer, will be picked up from the Impound Unit by Court Property Unit personnel. CPU personnel will have the specimen analyzed according to Procedure 12.720, Evidence: Submitting for Physical Analysis. After analysis, return the specimen container to the Impound Unit storage facility.

4. Form 330, Property Receipt

- a. The Impound Unit will forward the Form 330 to the Court Property Unit if no analysis is requested.
- b. Upon completion of the processing, CPU personnel will distribute the copies as follows:
 - 1) Yellow copy to the commander of the district/section/unit.
 - 2) White copy retained at the Court Property Unit.
- 5. Request the Fire Department respond whenever high-powered explosives are encountered.

M. Identifiable Property

- 1. The recovering officer will initiate a computer check on all identifiable property bearing a serial or model number, manufacturer's name, etc.
 - a. If the property is recovered lost property and can be identified, it will be processed as outlined in procedure 12.400, Offense Reporting, Miscellaneous Reporting.
- 2. The recovering officer will indicate a computer check and necessary follow-up has been completed by listing the verifying officer's name and badge number in the lower right-hand portion of the Form 330.
- 3. Property recovered as a result of a computer query
 - a. Cincinnati Police Department entries - Note the facts on a Form 311, Incident Closure Report, and route to Records Section for cancellation of the computer entry.
 - b. Other agencies' entries - Notify the CIN-1 operator at Police Communications Section (PCS) and provide the recovery data. The CIN-1 operator will teletype the information to the originating agency for their removal from the computer file.
- 4. If the property is not identifiable, note "NA" in the lower right-hand portion of the Form 330, along with the officer's name and badge number.

N. Form 330, Property Receipt

- 1. When forwarding articles such as guns, TVs, CB radios, bicycles, lawn mowers, watches, or any other items which have an identifiable serial number to the Court Property Unit, the forwarding unit should include the following information on the Form 330:
 - a. Type of item.
 - b. Brand name.
 - c. Serial number.

- d. Model number.
- e. Color.
- f. Characteristics which would aid in identification of the item.
- g. Name and badge number of processing officer checking computer files.

O. Processing of Firearms

1. Recovery of Firearms

- a. Photograph each firearm prior to moving it if possible (see Procedure 12.615 Section D.3.a.).
- b. Sketch the location of the firearm and all persons associated with it. If possible, measure the distances of the firearm to the person.
- c. Make the firearm safe without obliterating fingerprints or other evidence when possible.
- d. If a firearm cannot be made safe without destroying evidence, a supervisor will determine if, how and where the firearm will be transported.

2. Report all firearms coming into police control on a Form 313, Firearm Report.

- a. Fill out all blocks completely except "Barrel Length". CPU personnel will complete this block.
- b. List the complete number found on the frame, including prefix and suffix letters.
- c. If a firearm does not have a serial number, note this in the "Serial Number" block.
- d. In all felony arrests involving the confiscation of a firearm in connection with the arrest (whether or not a weapons offense has been charged) the submitting officer will print "**ATTENTION RIP CASE**" in bold lettering in the "Detail/Remarks" section of the Form 313.

3. Query all firearms coming under police control through the Regional Crime Information Center (RCIC) and the National Crime Information Center (NCIC).

- a. The officer having original control of the firearm will run the query.
- b. If the firearm is stolen, the officer running the query must ensure that the originating agency is notified.

- c. The Court Property Unit will not accept firearms unless they have been queried through the computer.
- 4. Attach a Form 64, Property Tag, or Form 327, Property Tag, a Form 330, Property Receipt, and Form 313, Firearm Report, to all firearms coming into police control.
- 5. Place all firearms in a gun envelope.
 - a. If a firearm will not fit in a gun envelope, attach a Form 64 or 327, Form 330 and Form 313, along with the computer query, to the firearm.
- 6. Place the computer printout and Form 313 inside the gun envelope. Ensure the following information is on the printout:
 - a. The words "To Court Property Unit".
 - b. Date and time the printout was forwarded to the Court Property Unit.
 - c. The originating agency terminal identifier (example: DIST1, PARK, CVCS, etc.).
- 7. If body fluids are on the firearm, attach all paperwork to the outside of the gun envelope.
 - a. Place a biohazard label on the outside of the gun envelope or cardboard firearms property box.
- 8. Routing of the Form 313
 - a. File the original and a copy of the Form 313 at the reporting unit.
 - b. Attach two copies to the firearm.
 - 1) Court Property Unit will file one copy and forward the other copy to the Bureau of Alcohol, Tobacco, Firearms and Explosives.
- 9. CIS personnel will check the Forms 313 each day and determine which firearms require test firing.
- 10. CIS will test firearms except when:
 - a. The person who was carrying the firearm is charged with Carrying a Concealed Firearm. In that case, the officer who will present the case in court will test fire the firearm at CIS.
 - b. The firearm is believed to be unsafe. In these cases, no firing will be required.
- 11. Packaging of Magazines, Ammunition, Bullets, and Casings

- a. Package magazines, ammunition, bullets, and casings separately in a cartridge envelope and place them in a property envelope.
- b. When a firearm is not found at the scene or not involved in the recovery, package magazines, ammunition, bullets, and casings in standard property envelopes.

P. Return of Confiscated Firearm(s)

- 1. If an officer confiscates a firearm from a citizen, the citizen may get the firearm back if:
 - a. There is a court order from a judge, or
 - b. The Police Chief receives a letter from the citizen requesting the return and the Police Chief approves the request.
- 2. When a confiscated firearm is being returned to its owner, the Police Department will, before returning the firearm, require the owner to prove ownership or the right to possession of the firearm.
 - a. An owner may demonstrate ownership or the right to the possession of a firearm using one of the following:
 - 1) A bill of sale with the description, serial number, and owner's name.
 - 2) A police query showing the firearm is registered to the owner.
 - 3) Possession of a court order ordering the return of the firearm to the owner.
 - 4) Presenting his homeowner's insurance showing the firearm is listed and reported lost or stolen from the owner.
 - 5) A dealer presenting an inventory with the firearm and serial number listed and that the firearm was reported stolen or missing from the owner's business.

Q. Safes, Bicycles, and Large Evidence

- 1. Take the property directly to the Court Property Unit during normal business hours.

R. Fraudulent Checks

1. Fraudulent checks are maintained in case jackets, in a secured location, by the assigned Financial Crimes Squad investigators or district investigator and are not delivered to the Court Property Unit.
2. Enter checks received into the Check Complaint Book maintained in the Financial Crimes Squad office. Entries will consist of the:
 - a. Complainant's name and address.
 - b. Suspect's name.
 - c. Charge.
 - d. Assigned investigator.
 - e. Amount of the check.
 - f. Date received.
3. Checks remain a part of the file and will not be disposed of after the court disposition.

S. Fraudulent Prescriptions

1. Fraudulent prescriptions are maintained in case jackets, in a secured location, by the assigned Street Corner Unit investigators and are not delivered to the Court Property Unit.
2. Provide pharmacies with a Form 328, Prescription Receipt Form, (pharmacy - top copy, case jacket - bottom copy) for prescriptions kept as evidence.
3. Prescriptions remain a part of the file and are not disposed of after the court action.

T. Status of Property Items

1. When property is being held as evidence, the Court Property Unit clerk will initiate a disposition order. The clerk will forward the orders to the responsible officer's unit commander.
2. The unit commander will ensure the responsible officer completes the disposition order and returns it to the Court Property Unit within 14 days.

U. Proceedings for the Forfeiture of Property

1. Officers will refer to procedure 12.735, Federal and State Forfeitures, when processing property believed to be subject to forfeiture.

19.140 OUTSIDE EMPLOYMENT

Reference:

FOP/City Labor Agreement
 Manual of Rules and Regulations - 1.05, 1.08, 1.12
 Personnel Policies and Procedures 2.3
 Procedure 19.105 – Sick/Injured With Pay And Special Leaves
 Procedure 19.107 – Family Medical Leave Act
 Procedure 19.130 - Limited Duty Personnel
 City of Cincinnati Special Events Policies and Procedures
 Fair Labor Standards Act

Definitions:

Outside Employment: Any employment, whether or not in exchange for a fee or other service. Outside employment does not include military duty or volunteer charity work unless the volunteer charity work is an extension of police services.

Outside Employment Extension of Police Service Details: The off-duty use of enforcement powers and training as provided to Department members by the City. In the case of extension of police service employment, the employer hires not the individual, but the uniform, badge, gun, and authority of the officer. This activity must remain closely regulated. All rules, regulations, policies, procedures, and directives applicable to officers in an on-duty status also apply to officers engaged in extension of police service outside employment.

Outside Employment Not Police Related: Any employment not requiring the use of law enforcement powers, training, or equipment by an off-duty officer.

District Detail Coordinator: A member of the Department, assigned by the District Commander in each of the five districts, who will be responsible for processing all open/blanket permit outside employment extension of police service details within that district.

Private Detail Coordinator: A member of the Department who is responsible for closed private employer outside employment extension of police service details. This coordinator will be the highest-ranking officer in charge of the outside employment extension of police service detail.

Policy:

The Department prohibits employment that presents a potential conflict of interest, or reflects an abuse of official position that could give rise to illegal or unethical practices.

The FLSA (Fair Labor Standards Act) forbids officers to volunteer extension of police services. If an officer desires to perform police-related services for a charitable or religious institution, a work permit must still be obtained and payment for services provided must be tendered, based on the hourly amount currently in effect. If the officer wishes to donate the proceeds earned back to the charitable or religious organization it is solely the decision of the affected officer. Officers desiring to follow this course of action must consider the tax consequences involved.

Personnel are expected to perform all lawful and reasonable duties and tasks related to their detail assignment. Any disputed duties or tasks must be brought to the attention of a supervisor as soon as practical for resolution. Substantiated complaints of unsatisfactory performance may result in disciplinary action and/or detail suspension as deemed necessary by the Police Chief.

Prohibitions include, but are not limited to, the following:

1. Department members are not permitted to sign up for, or otherwise indicate they are available to work, any more than one outside employment detail scheduled for a specific date and time. Department members are not permitted to sign up for, or otherwise indicate they are available to work, outside employment details if the working hours of the details overlap.
2. Sworn personnel, whether on duty or working a detail, may not handle currency or deposit bags. Sworn personnel are limited to escorting a responsible business employee.
3. Employment or interest in any vending machine company or service. This does not prohibit sworn or non-sworn personnel from purchasing, renting, or leasing vending machines from vending machine companies.
4. Employment of sworn or non-sworn personnel by a business to investigate or collect accounts, including repossession of automobiles and collection of debts.
5. Pre-employment investigations by sworn or non-sworn personnel for private industry. For this procedure, pre-employment polygraph examinations are not considered pre-employment investigations.
6. Any type of work by sworn or non-sworn personnel related to bail bonding.
7. Work by sworn personnel as a chauffeur for a limousine for hire company.
8. Any employment of sworn or non-sworn personnel which assists, in any manner, the case preparation for the defense in any criminal action or proceeding.

9. Any type of work by sworn personnel for, interest in, or ownership of a liquor permit premise where the primary business is selling alcoholic beverages by the glass. Exceptions are: large scale public safety details such as U.S. Bank Arena, Great American Ballpark, Cincinnati Gardens, church festivals, parking lot details at liquor permit premises, etc.
10. Plainclothes shoplifting details by sworn personnel. Exceptions may be made by the Police Chief for extenuating circumstances on a case by case basis.
11. Personnel in covert, undercover assignments may work uniformed, police related outside employment details with prior authorization from the requesting officer's Bureau Commander. All officers working these detail assignments will comply with Department uniform and grooming standards.

Procedure:

A. Outside Employment Approval

1. All employees must obtain the Police Chief's written approval before engaging in outside employment. The employee requesting permission to work outside employment must verify via Detail Coordination Unit (DCU) that their request has been approved prior to working the outside employment.
 - a. Employees will complete a Form 668, Outside Employment Work Permit, for all outside employment requests and submit them through their district/section/unit commander.
 - 1) Forms 668 must include the employer's state worker's compensation number.
 - a) The only exception is outside employment, not police related, where the Department employee is a sole proprietor or partner. Sole proprietors and partners without employees have the option of carrying worker's compensation insurance.
2. A Form 668A, Acknowledgment by the Secondary Employer, must be completed or renewed:
 - a. Annually, on or about January 1, for permanent secondary employers.
 - b. Once per calendar year for temporary secondary employers.

3. After review and approval, the district/section/unit commander will forward the Form 668, and Form 668A when necessary, through the Bureau Commander to DCU.
 - a. If a detail is in a district other than the unit of assignment, the requesting officer will obtain his unit commander's approval and then the affected district commander's approval before obtaining his Bureau Commander's approval.
 - b. If police related services are to be rendered in another police jurisdiction, the requesting officer must obtain a letter of approval from the "chief law enforcement official" of that agency. Submit the letter to the Police Chief with the work permit. The Police Chief will consider each request on a case by case basis.
 - c. A unit/shift OIC (officer in charge) may approve requests for police related outside employment of an urgent nature pending the immediate processing of the necessary forms.
4. DCU will review all outside employment forms for completeness and compliance with procedure. After review, DCU will forward the forms to the Police Chief.
5. Once approved, DCU will file the original Forms 668 and 668A in the master work permit file.
 - a. DCU will make additional copies and route them, if necessary.
 - b. Officers must submit any changes to the Form 668 by completing a new Form 668 and sending it to DCU.
 - 1) DCU will forward the new Form 668 to the Police Chief for approval.
6. Employees or detail coordinators may cancel an outside employment work permit by submitting a Form 17 through channels to DCU.

B. Blanket Permits

1. Blanket permit details require the completion of Forms 668 and 668A. These forms will cover all assigned personnel who work the detail.
 - a. The district/section/unit responsible for administering blanket detail permits will complete Forms 668, 668A, and 668B, Detail Assignment Roster.

- b. DCU will complete Forms 668, 668A, and 668B for the blanket detail permits under their control.
 - 2. A monthly negative report listing all inactive permits is required for each reporting period, or permits will be canceled.
- C. Position Vacancy Overtime (PVO)
- 1. Districts/sections/units will provide DCU with a copy of the report listing all PVO worked during a calendar month. Submit the report to DCU by the 5th of the following month.
- D. Detail Coordinators
- 1. Each police related outside employer detail must have a detail coordinator. If only one officer works the detail, that officer is the detail coordinator.
 - a. District Detail Coordinator Job Responsibilities: Each district detail coordinator will follow the district SOP for their position. Processing will include, but is not limited to, receiving, posting, selecting, scheduling, assigning officers, and entering each outside employment extension of police service detail into the DCU database prior to the detail being worked by the assigned officer. The district detail coordinator will complete an accurate, typed Form 668B for all blanket permit details, whether worked or not, and submit to DCU by the 5th of the following month.
 - b. Private Detail Coordinator Job Responsibilities: The private detail coordinator's responsibility will consist of scheduling and assigning officers to work the outside employment extension of police service detail. The private detail coordinator will provide DCU with a monthly schedule of the dates, times, location and the names of the officers assigned to the outside employment detail by the first of the month. The private detail coordinator will complete an accurate, typed Form 668B, in chronological order, listing the names of personnel who actually worked the detail and indicate the number of hours paid. This also includes the detail coordinator's hours. Submit the 668B to DCU by the 5th of the following month.
 - c. The highest ranking officer working the detail must be the coordinator.

- 1) No detail coordinator may assign an employee of a higher rank to work a detail. Specialists and police officers will be considered equal in rank for purposes of this requirement.
- d. Officers scheduled to work details are responsible for notifying the detail coordinator of changes to the scheduled detail hours. Detail coordinators will ensure the accurate recording of hours on the monthly Form 668B that is submitted to DCU.
2. Employees working outside employment extension of police service details are under the supervision of the on-duty district OIC.
3. Employees will immediately notify the detail supervisor, if one is working, or the on-duty supervisor of the district of occurrence or closest district, and report on a Form 17 any incidents arising from their outside employment which might adversely affect the Department or its personnel.

E. Probationary Officers

1. The district commander may grant a probationary officer permission to work an outside employment extension of police service detail once the probationary officer receives approval to operate as a single patrol unit.
 - a. The probationary officer may only work details requiring two or more officers. One of the officers must be a non-probationary officer.

F. Assignment and Scheduling of Outside Employment Extension of Police Service Details

1. DCU is responsible for assigning personnel for all overtime details paid on the City check, except PVO. Detail coordinators are responsible for assigning and scheduling all other details.
2. For scheduling purposes, each district/section/unit, needing no more than 20 personnel on an overtime basis, will notify DCU of the number needed at least two weeks in advance. Any detail requiring more than 20 personnel will notify DCU of the number needed at least one month in advance.
 - a. The district/section/unit OIC may choose, with the affected Bureau Commander's approval, specific personnel due to the nature of the detail (e.g., knowledge of a specific geographical area).

3. Department personnel who want to work overtime details will submit a completed Form 668C, Overtime Availability Form, to DCU.
 - a. Submit a new Form 668C any time the information on a previously completed Form 668C changes.
4. DCU will assign details to personnel according to the total hours previously worked. If officers work an equal number of hours, seniority will be the deciding factor.
5. The Form 17DC, Change in Detail Assignment, must be filled out each time a change in detail occurs. It is the responsibility of the officer who was assigned the detail and is requesting a change to complete the Form 17DC. The receiving detail officer will sign the form accepting responsibility for the detail.
 - a. The Form 17DC will be used only for legitimate reasons, which include illness/injury, emergency or scheduling conflict. Emergency and scheduling conflicts will need an explanation. A supervisor will sign and date the form after reviewing it for legitimacy.
 - b. Immediately fax the Form 17DC to DCU and submit to the detail coordinator. The Form 17DC will be filed at DCU by the date of the detail.
6. Personnel who are unable to work a scheduled detail due to illness/injury, emergency, or other legitimate reason will find a replacement officer. If a replacement officer cannot be found the assigned officer will:
 - a. Notify an on-duty supervisor, an on-duty detail coordinator in the affected district, or a representative of DCU, if during regular business hours. The supervisor, detail coordinator, or DCU representative will select a replacement and document, via Form 17DC, listing the detail name, date, time, person originally assigned, and the person who worked the detail.
 - b. Immediately fax the Form 17DC to DCU prior to the detail being worked.
7. Officers are not permitted to change a detail in order to work another detail.

8. Upon completion of a City time and a half detail, personnel will have an authorized representative of the company employing the detail sign a completed Form 68P, Overtime and Court Appearance Report.
 - a. Officers are to immediately fax a copy of Form 68P to the DCU office and route the original through the chain of command to their respective timekeepers.
 - 1) DCU will complete a Form 435, Paid Overtime Report, listing all the hours worked by the officer.

G. Compensation

1. The Police Chief will set the minimum outside employment hourly pay rate.
 - a. Pay rates apply except as provided by ordinance, statute, or agreement entered into by the City.
 - b. Department employees may not work an outside employment extension of police service detail for less than the scheduled rank pay.
 - 1) Except with the Police Chief's permission, new detail requests reserved for supervisors will require payment at the supervisory rate.
 - c. A higher pay rate must be approved via the permit process and submitted through the chain of command for review and approval.
2. A district commander may determine the number of officers, equipment, and supplies necessary to perform police related outside employment details.
3. An agency must hire and pay a supervisor when more than three specialists or officers simultaneously work a detail at one location.
 - a. Supervisors do not have to be compensated at the supervisor's rate if filling a position intended for a specialist/police officer.
 - 1) Supervisors will be compensated at the supervisory rate if filling a position intended for a supervisor.
 - b. Supervisors may not work at the specialist/police officer rate of pay when specialists/police officers are assigned to the detail.

- c. In instances where details involve multiple supervisors working in lieu of specialists/police officers, only the ranking supervisor needs to be compensated at the supervisory rate, following the manpower standards listed above, except as indicated in Section G.1.b.1).
 - d. Supervisors may continue to work those private single officer details which are currently paid at the specialist/police officer rate if supervision of subordinate personnel does not become a factor.
 - 1) New requests of this nature will be considered on a case by case basis.
 - e. Blanket, single officer details that are paid at the specialist/police officer rate may be filled by supervisors as a last resort, provided no specialist/police officer is available to work and when the detail would otherwise go unfilled (24 hours or less).
4. Officers working outside employment extension of police service details will receive a minimum of two hours pay for outside employment of less than two hours duration.
- a. Employers who cancel during the detail will pay for a minimum of two hours or for the time actually worked, whichever is greater.
 - b. An employer who cancels a detail must notify the detail officer at least two hours before the start of the detail. If the employer fails to provide the officer two hours notice, the detail officer will receive a minimum of two hours pay, paid by the employer.
 - c. If the detail is a City time and a half detail, the officer must be off duty for the full time of the actual payment.
5. Court time compensation resulting from outside employment extension of police service details is the responsibility of the outside employer.
- a. If an officer takes enforcement action due to his status as a police officer, and in circumstances which do not directly benefit the outside employer, the officer, with permission of a supervisor, may be compensated by the City.

- 1) Examples:
 - a) An officer is working a detail and takes enforcement action off the premises of the outside employer in an incident not related to the employer.
 - b) An officer is working an outdoor detail and assists with or disregards an on-duty unit on a radio run where enforcement action is taken and that action is unrelated to the outside employer (e.g., Highway Maintenance, church festival, etc.).
 - c) Anytime a police officer takes enforcement action completely unrelated to the detail.
- b. The supervisor approving the City paid compensation will note on the arrest slip or citation the action was not related to the detail.
- c. The officer will present a copy of the arrest slip or citation and the supervisor's notation to Court Control Unit personnel when checking in for court.
- d. The Court Control Unit supervisor will document perceived inconsistencies on the Court Control Unit supervisor's daily report.
6. No sworn employee will receive lump sum payments for disbursement to officers working outside employment extension of police service details. The outside employer must pay each detail officer directly or through the City payroll.
7. Secondary employers are required to document cash payments to officers working outside employment extension of police service details. An officer receiving a cash payment must sign for the cash payment.
8. Payment for outside employment from more than one employer for the same date and time, regardless of circumstances, is prohibited.
9. It is City policy to recover Department expenses incurred for providing services to other City departments.

10. For City agency or City sponsored/co-sponsored events (Octoberfest, Taste of Cincinnati, etc.), or work done by an outside employer for the City, County, or State (expressway repair) the following guidelines apply:
 - a. Officers will complete a Form 68P. The pay rate is time and one-half on the regular City payroll.
 - b. Finance Management Section will bill the affected City agency unless specifically exempt by the City Manager or City Council. The billing will include:
 - 1) Time and a half the officer's salary
 - 2) Fringe benefits
 - a) Retirement
 - b) Accrued liability
 - c) Worker's compensation
 - d) Unemployment compensation
 - c. Complete a Form 55, Letter of Understanding, or Form 56, Police Escort Letter of Understanding, and forward it to the Finance Management Section for billing. Copies of the memorandum are available at DCU.
11. Outside agencies
 - a. Complete a Form 55 whenever an outside employer performs work for the City where contracts or permits require a police detail. The overtime rate will apply.
 - 1) If an outside employer performs work for the City and wishes to hire a police detail at his own option, he may pay the officer directly, at the current outside employment rate.
 - a) If an outside employer hires a police detail at his own option and wishes to pay for services rendered through the City payroll, the overtime rate will apply. Complete a Form 55 or Form 56.

- 2) Complete a Form 56 whenever an employer requests an on-duty police escort of minimal duration, normally one to two hours. Use on-duty personnel only for these escorts. Direct requests for this type of escort to DCU.
 - 3) If the outside employer's work is not performed for the City (e.g., convenience store security, church festivals, etc.), the outside employer will pay the outside employment hourly rate directly to the officer(s).
12. Police vehicles used on outside employment extension of police service details require vehicle compensation paid to the City at the current hourly rate.
- a. Complete a Form 55 covering vehicle compensation and forward the completed paperwork to the Finance Management Section for billing.
 - b. Any waiver of fees requires the Police Chief's or Bureau Commander's written approval.

H. Work Hours

1. Employees will ensure there is at least a 15-minute separation between their tour of duty and outside employment, and between successive outside employment details if the starting location for the next detail is different from the ending location of the previous detail.
 - a. The 15-minute separation period is not necessary if the outside employment detail starts in the same location the on-duty work stopped.
2. The Police Department may review the on-duty work performance of any officer who works greater than 64 combined hours of work for the City and work in outside employment extension of police service details within a regular work week (Sunday through Saturday). The purpose of this review is to determine whether the officer's outside employment has had an adverse effect on the officer's performance of his official police duties. Working combined hours greater than 16 hours in any 24-hour period is prohibited.

- a. Exception to the 16-hour rule: An officer works a scheduled detail and due to an extraordinary circumstance beyond the officer's control (e.g., rain delay at a baseball game) the detail is extended. The officer is required to obtain verbal permission from a supervisor to continue working the detail.
 - 3. Employees may not engage in any type of outside employment while working in an on-duty assignment.
- I. Parking Lot Details at Liquor Permit Premises
- 1. District commanders may submit a blanket permit for a parking lot detail at a liquor permit premise where the primary business is the sale of liquor for consumption on the premises.
 - a. Each detail is open to all sworn personnel, except probationary officers.
 - b. The Department prohibits private work permits for parking lot details at a liquor permit premise.
 - 2. DCU schedules all parking lot details.
 - a. DCU will forward sign-up sheets to the districts on the fourth Tuesday of the month for the second coming month.

Example: On March 23, DCU will send out sign-up sheets for May.
The sign-up sheets will be due by the second Tuesday of the following month.

 - b. The final detail roster of selected personnel will be posted in districts by Friday of the second week. A posting date and due date will be noted on each sign-up sheet. Once the sign-up sheets are recalled from the districts, DCU will not accept late sign up requests over the phone. DCU will not release the names of selected personnel until the lists are posted in the districts. Once the final picks have been posted in the districts, any officer interested in filling a vacant detail slot must contact DCU to sign up for the detail.
 - c. Personnel assigned to the district where the bar is located will receive first preference for parking lot details at liquor permit premises. DCU will select officers from other districts/sections/units for any remaining dates.

- d. Personnel who sign up for parking lot details at liquor permit premises must include their name, badge number, and unit of assignment. If any of the information is missing, the officer may not be selected for the detail.
 - e. It is a violation of Department policy to sign up for more than one detail at the same time. Officers who violate this policy will not be selected by DCU to work either detail. This is in addition to any other necessary corrective action.
- 3. District commanders may cancel or deny a parking lot detail at a liquor permit premise when they:
 - a. Recommend a liquor license not be renewed.
 - b. Determine a potential conflict of interest could arise between officers working the blanket permit detail and officers enforcing liquor violations.
- 4. Officers are not permitted to enter the liquor permit premise except for emergency situations. Officers will not check identification or act as bouncers.
- 5. Officers will enforce all laws in and around their area of assignment.

J. Strikes

- 1. Employees holding outside employment work permits with a company affected by a strike will suspend employment with that company during the strike.
 - a. The detail coordinator must report this action on a Form 17 to the Police Chief.
 - b. Upon termination of the strike, the affected detail coordinator will request, via Form 17, reinstatement of the permit by the Police Chief.

K. Detail Notification

- 1. The officer working an outside employment extension of police service detail is responsible to ensure the detail is:

- a. Properly entered in the Computer Aided Dispatch (CAD) System. This information includes the officer's name, badge number, radio number, date, detail name, address of the detail, hours of the detail, number of officers assigned and whether uniform or non-uniform.
 - b. Logged off the CAD system at the end of the detail.
 - 1) Details will not be entered or secured from the CAD system by radio.
 - 2. Police Communications Section (PCS) is not responsible for the accuracy of detail entries or for logging off such entries.
 - 3. The officer working the detail may go in person to the CAD terminal or contact the district desk officer to enter or log off the detail. Detail information will not be relayed by radio.
 - 4. The Mobile Data Terminal (MDT) may be utilized to enter detail information and to log the detail off CAD.
 - 5. Shift supervisors will review, via MDT or CAD terminal, details worked during their tour of duty. They are responsible for ensuring details are properly secured in a timely manner.
 - 6. PCS will broadcast information when details will have city-wide impact (road closures, etc.).
- L. Prisoners
- 1. Officers who make an original arrest while working a police related detail will:
 - a. Accompany the prisoner to the appropriate facility for processing.
 - 1) A district supervisor may make exceptions if a detail officer cannot leave a post.
 - b. Call for an on-duty officer for transportation back to the detail site upon completion of processing.
 - 2. If the arrest process and necessary Departmental reports (i.e., use of force, chemical irritant, etc.) are not completed by the scheduled ending time of the detail, the officer(s) involved will:

- a. Be compensated by the Department at the time and a half rate from the scheduled ending time of the detail until the reports are completed.
 - 1) Be compensated at the normal pay rate for completion of the reports for any period of time that extends into the officer's regular duty hours.

M. Outside Employment While on Light Duty, Injured With Pay Status, or Off-Duty Sick Status

- 1. Officers may not work a police related detail while on light duty, in an off-duty injured with pay status, in **any** off-duty sick status, or off-duty due to any Family Medical Leave Act (FMLA) approved time.
- 2. Officers may engage in outside employment, not police related, while on light duty or in an off-duty injured with pay status, if the work does not exceed the officer's light duty or injured with pay limitations.
- 3. Employees will not work any other employment while on sick with pay status with the City.
- 4. Officers must physically report for work after being off duty while injured, sick, or taking FMLA approved time before working a police related detail.
 - a. Officers who call their workplace and report themselves on track are not eligible to work an outside employment extension of police service detail prior to reporting for their next scheduled tour of duty.

N. Mounted and Canine Squads

- 1. Outside employment requests for the Mounted or Canine Squads will be directed to the Special Services Section.
 - a. Special Services Section will coordinate these details with the affected district commander.
- 2. The hourly rate for use of the animal is \$25.00 per hour, with a four hour minimum. Detail time will include sufficient time to prepare, transport, and secure the animal after the detail.
 - a. The hourly rate for the officer will be in addition to the cost of the animal and equipment, and will correspond with the current compensation schedule.

3. Police vehicles used for transporting the animals are billed at the current rate.
4. Any waiver of fees will require the Police Chief's or Bureau Commander's written approval.
5. Department guidelines for canine and mounted use apply to all outside employment details.

O. Detail Inspections

1. The DCU Commander will conduct random inspections of outside employment extension of police service details and will report the results of those inspections to the Bureau Commander.
2. Field supervisors inspecting details can access a continuous seven day listing of scheduled details throughout the City via the "Outside Employment" link on the Department computer desktop.
3. All on-duty shift supervisors, as part of their regular duties, will inspect a minimum of one outside employment detail per shift. Document any violation of Department rules, regulations, or procedures, including Procedure 19.140 on a Form 669, Report of Inspection. The inspection will include attention to the following:
 - a. Officer's appearance and fitness for duty.
 - b. Whether the officer(s) is attending to required duties.
 - c. Whether the officer(s) who signed up for the outside employment extension of police service detail is working the detail.
 - d. Whether the officer is logged on with Police Communications Section.
4. The supervisor will forward the Form 669 to Inspections Section through the chain of command.
5. District supervisors are responsible for inspection of DCU details and details scheduled and coordinated by district/section/unit coordinators.
6. If there are no details worked during a supervisor's shift, no Form 669 is required.

P. Corrective/Disciplinary Action and Suspension from Details

1. Personnel are subject to progressive corrective/disciplinary action and/or suspension from all outside employment extension of police service details for the following:
 - a. Violation of any provision of this procedure.
 - b. Failure to report for an assigned outside employment detail.
 - c. Tardiness.
 - d. Lack of proper equipment.
 - e. Unacceptable appearance, performance, or conduct.
2. DCU will be the central repository for all employee records relating to corrective/disciplinary action and suspension from outside employment extension of police service details.
 - a. Supervisors will report all instances of absenteeism, tardiness and/or any violations of Procedure 19.140 to DCU via a Form 17DP.
 - b. DCU will forward all disciplinary recommendations through the Bureau Commander to the Police Chief for approval.
3. PVO and department overtime will not be affected by outside employment extension of police service detail suspensions. Officers may work PVO and department overtime while on a detail suspension.

Q. Detail Audit

1. Upon notification of a detail violation (100 hours rule, conflicting times, etc.) a supervisor will complete a Form 17DA, Report of Detail Audit.
2. The Form 17DA will be routed to Inspections Section through the chain of command.
3. Inspections Section will conduct an audit of the Forms 17DA on January 15th and July 15th of each year.



PATRICK T. DINKELACKER
JUDGE

Court of Common Pleas

COURT OF COMMON PLEAS
CINCINNATI, OHIO 45202-1217

(513) 946-5755
FAX (513) 946-5752

September 28, 2005

Honorable Thomas H. Streicher, Jr.
Chief of Police, City of Cincinnati
310 Ezzard Charles Drive
Cincinnati, OH 45214

Re: Lt. Michael Neville
State of Ohio vs. Michael Simmons
Case No. B0504423

Dear Chief:

Just a short note to offer my commendation to one of your officers, i.e. Lieutenant Michael Neville.

Lt. Neville was involved in the arrest of and successful prosecution of Michael Simmons.

Lt. Neville showed dedication to duty and professionalism throughout the actual arrest and the subsequent court proceedings. He did a great job and as a result of his hard work and skill, a very dangerous man was taken off the streets of Cincinnati for a long time.

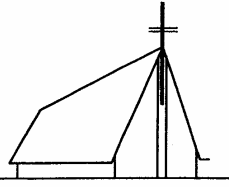
The citizens of Cincinnati should be proud and thankful to have an officer of the caliber of Lt. Michael Neville.

I offer my utmost commendation.

Sincerely,


Patrick T. Dinkelacker,
Judge

PTD/ljg



Concordia Lutheran Church and School

1133 Clifton Hills Ave. Cincinnati, OH 45220

www.concordia-cincy.org

Rev. Robert F. Shonholz, Pastor
rshonholz@cinci.rr.com
Dr. Kenneth L. Grunden, Headmaster
kgrunden@concordia-cincy.org

Church 513 - 861-9552
School 513 - 861-9568
Fax 513 - 861-9526

September 25, 2005

Colonel Thomas Streicher
Chief of Police, City of Cincinnati
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Colonel Streicher:

I realize that when running a police force as large as ours, it is hard to know each and every person under your command. We here at Concordia Lutheran Church have been dealing with a very difficult problem for some time with the owners of the Rest Inn (3244 Central Parkway) who have seen fit to become a major community resort for criminal activity (200+ radio patrol calls this past year). We have found a significant ally in Officer Jones.

Officer Dana Jones of the 5th District has been exemplary in her efforts on our behalf and creatively looked for solutions and implemented them. She is an extraordinary officer of unusual talent and commitment to the people of Clifton. I believe that she deserves your personal attention that her skills might be honed even more and the recognition she deserves might be forthcoming.

Sincerely,

Rev. Robert F. Shonholz,
Pastor

September 27, 2005

Cincinnati City
Police Department
District 1
310 Ezzard Charles Drive
Cincinnati, OH 45214

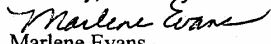
Attention Station Commander:

My name is Marlene Evans, and I was involved in a 2-car collision at Gilbert and E. End St. (I think those are the streets), on Friday, September 23, 2005 at approximately noon or after. I am from Illinois and was actually traveling to Covington, Kentucky when I took a wrong turn and ended up in Cincinnati. I was trying to find my way back to Interstate 75 and became completely lost. I am not sure what street I was actually on (Gilbert or E. End), but in trying to look for an exit to get help with directions, I failed to see the traffic light and went through on red. A vehicle hit me in the intersection. My car traveled some distance beyond the accident. I was uninjured and immediately used my cell phone to call 911. In trying to explain to the dispatcher where I was by landmarks, a man approached my car and asked if I was injured. I was in a state of shock and panic and told him I was trying to reach emergency assistance. He said that he had already called and that he thought the other driver was not seriously injured.

The reason for my letter is to commend the officers who responded. I only know the name of the officer who took my report, Chris Perry. He and the other officer helped me in this very traumatic situation. They were very professional, but kind and compassionate also. They inspected my car and worked at freeing the debris on one wheel. They determined that the car was drivable. However, I explained I did not know how to get to my destination. Officer Perry told me I could follow him to where I needed to go. First, I thank the Lord that I was not injured, second I pray that the other driver is okay and third, I cannot praise the officers enough for not leaving me stranded, still in shock and unable to know how to reach my destination.

Thank you Officer Chris Perry and your co-officer. You are a credit to the Cincinnati Police Department.

Sincerely,



Marlene Evans

36864 N. Green Bay Rd.

Waukegan, IL 60087

-----Original Message-----

From: Peggy Myers [mailto:peggymyers@cinci.rr.com]

Sent: Wednesday, September 21, 2005 3:32 PM

Cc: thomas.streicher@cincinnati-oh.gov; Robin White

Subject: A big thank you to the Cinti Police Dept

I wanted to thank all the moms who turned out today at Rapid Run for the meeting. We had a great time and the guest speakers from Cincinnati's District 3 police were fabulous! We had Officer White and Derkson who showed us their car and brought treat bags for the kids and info for the moms. Then we heard from Sgt. Hils, and Officer Pappas gave a demonstration with his K-9, laser. Officers Hoehler and Sherman shared with us what it is like to patrol on a bike. Finally, the grand finale for the kids was Officer Gleckler and his horse Alex. Look for pictures to come in the near future.

It was really a great presentation, and to show our appreciation, I wanted to do something nice for the officers. I will be baking chocolate chip cookies, and Jen B. is making fudge. If you wanted to bake a yummy treat, or even make a card with your kids, just let me know. You can drop it off at my house on Monday, Sept. 21, and I will be taking it to District 3 on Tuesday.

Once again, thanks to the Cincinnati Police for a great presentation, and for being so patient with all the little ones! You did a fantastic job!

Peggy

Chief Tom Streicher,
310 Ezzard Charles Dr.
Cincinnati, Oh. 45214

I would like to commend Officer Merritt from District 5.
On Sunday morning Sept. 18 around 6:30 am Officer Merritt was called to UC by their campus police to help me search for my daughter who did not come home from a party at UC the night before. Officer Merritt went door to door with me in and around UC to try to locate her. After much confusion it was discovered that she ended up in Norwood with a friend. Officer Merritt was not sure how to get to Norwood but he was able to get to Edwards Road where I took over from there. He followed me thru Norwood until we reached the street where we were told by some of her friends that she might be.. Officer Merritt went door to door looking for anyone who might know who she was with. The name of the person [Arron Hass], a friend of hers. We did in fact find her and all was well. Officer Merritt could have turned this over to the Norwood police since it was in Norwood but he stayed with me until we found her. Officers like Officer Merritt are a credit to the Cincinnati Police Department and the City of Cincinnati and I just wanted to say thank you .

Kam Misleh
5710 Windridge Dr.
Cincinnati Oh. 45243

Kam Misleh

Sept. 29, 2005

Capt. Andrew Raabe,

I am writing this note to bring to your attention the excellent work of Officer Mark Weston (P358). I was recently involved in a hit-and-run accident on River Road. Officer Weston fearlessly chased after the driver and caught him several miles down the road. Without his extraordinary effort, the driver may well have escaped any consequences. Although the other driver didn't face full criminal charges, he will be paying higher insurance rates for many years—all because of Officer Weston's fine work.

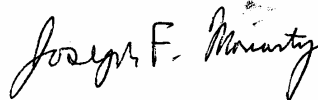
This is very important in the other driver was just short of intentionally hitting my car. The accident could have been avoided if he flashed his lights, hit his horn, or gave some other signal of his intentions. He didn't care. Again, once he hit the rear quarter panel of my car, he could have pulled off. Instead, he continued to side-swipe the whole passenger side of my car. He didn't even apply the brakes.

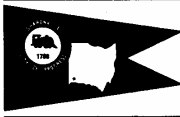
The other driver's motivation was sullen resentment about the apparent economic disparities between the two of us. Officer Weston's fine work proved that such antisocial behavior will not be tolerated. Hopefully, the young driver will seek more productive ways to deal with inequities within America. No progress is possible without justice and order. Social chaos will reduce America to a "Banana Republic." Officer's efforts are an important for reversing these destructive trends. Without him, I would not only have lost over \$1,000, but a little bit of my faith in the future of America.

My only regret is that neither I nor the courts didn't support Officer Weston's work more. It wasn't until I was driving home after the conclusion of the legal proceedings that I finally understood the sullen resentment of the other driver. That caused me to appreciate even more Officer's Weston's last official act in this case of ensuring that the other driver had left the courthouse before I did, thus preventing any kind of altercation.

Cincinnati is fortunate to have such a fine officer in its employ: I wish Officer Weston worked in Dayton, where I live. Please extend my deepest appreciation to this fine, young officer for all he did for me

Joseph F. Moriarty

A handwritten signature in cursive script that reads "Joseph F. Moriarty". The signature is written in dark ink and is positioned below the typed name.



CITY
OF
SHARONVILLE

10900 Reading Road
Sharonville, Ohio 45241
(513) 563-1147
FAX (513) 563-7321

POLICE DEPARTMENT

MAYOR
Virgil G. Lovitt, II

POLICE CHIEF
Michael G. Schappa

SAFETY/SERVICE DIRECTOR
Al Ledbetter

To: Colonel Thomas H. Streicher, Jr.

From: Sgt. Keith Schoonover

Date: September 29, 2005

Ref: K-9 Explosive Detection Unit

Dear Sir,

On behalf of the Sharonville Police Department, I would like to express my appreciation for allowing P.O. Michael Ammann, P.S. Greg Ventre and P.S. Pat Murray of the K-9 Explosive Detection Unit to respond to the Scarlet Oaks Vocational School on 09/27/05.

The school received a "bomb threat" which initiated the schools protocol of evacuating all of the students and staff. They currently have approximately 700 students and over 100 employees. Because of the nation's current level of terrorism and threats, we felt that this particular situation should be handled seriously until proven otherwise.

I then contacted the Hamilton County Sheriff's Office and requested assistance with the K-9 Explosive Detection Unit. I was given immediate assistance, to which P.O. Ammann, P.S. Ventre and P.S. Murray responded to the scene, along with Hamilton County Sheriff's K-9 Explosive Detection Units. Your Officers were very professional and proficient.

Once they determined that the scene was clear and safe, we allowed the school to resume back to its normal routine. It was soon discovered through our investigation that a 16-year-old female student was responsible for the "bomb threat". She was immediately arrested and charged with inducing panic.

Without the cooperation of the different agencies, we would not have been successful in determining if the school was in fact safe. Thank you for all of your help and support.

Sincerely,

Sgt. Keith Schoonover

10/3/05
SK